E-Pubs

User Manual

Washington State Digital Archives

Table of Contents

1.0 Definitions

1.1   List of Special Terms and Definitions

WSDA   Washington State Digital Archives

Record   A collection of information that contains fields.

Field   A space allocated for a particular item of information also called a cell. Most fields have certain types of attributes associated with them. This can include numeric or text. Every field has a name called the field name.

Metadata   Structured data about data

Contribute   A contributor will uploading a publication, receive confirmation, view the history of what was uploaded and approved for extraction and ingestion.

Approve   An approver will approve or deny uploaded publications and grant access to users in being able to upload publications.

Serial   A serial is a collection of publications.

Reports   A report shows publications that have been uploaded, approved, not approved, deleted and extracted.

Administration   An administrator can manage the user accounts by changing passwords, locking accounts, changing user settings, changing roles, changing names and agencies that the users belong to.
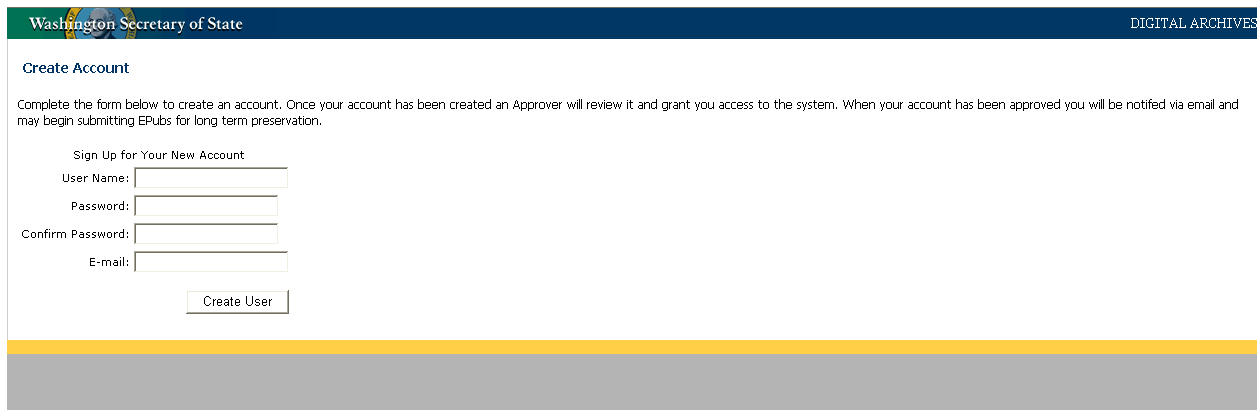
2.0 **E-Pubs Instructions**

2.1 Purpose

The E-Publication portal allows users from all state agencies to log in and submit electronic publications. The purpose of the portal is to archive, preserve, and make accessible valuable publications of the state of Washington.

3.0 Create Account

An account must be set up to access E-Pubs.

To create an account the new account form must be filled out as shown below with a **User name**, **Password** and **E-mail** then click the *Create User* button.

After the user account has been created a **First**, **Middle** and **Last** name will need to be entered along with a **Phone Number** and an **Agency Name**. A Agency Name must be selected in the drop down list then click *Finish*.

The new user account will show **Complete** after it has been successfully created. (s*ee below*).

Once successfully created it will then navigate to the "Account Created" page notifying the user that an Approver will soon review the account and activate it.
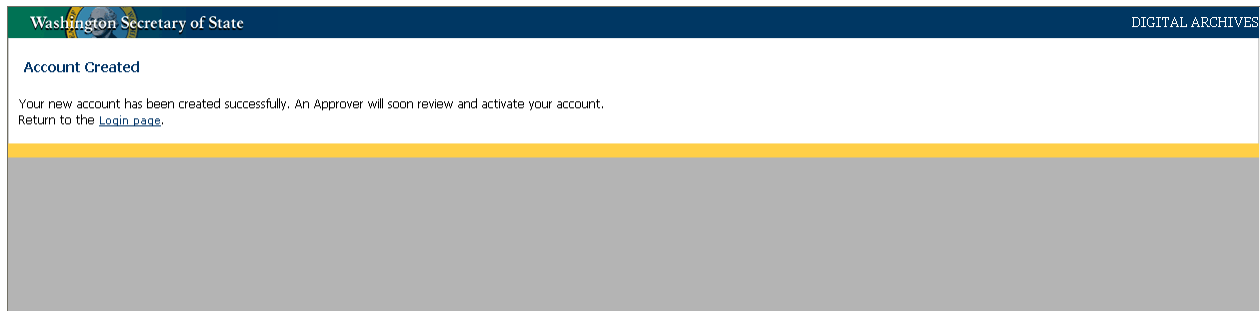
Once user recieves the approval by email they can login with their newly created user name and password. Check the *Remember me next time box* and click *Log In.*
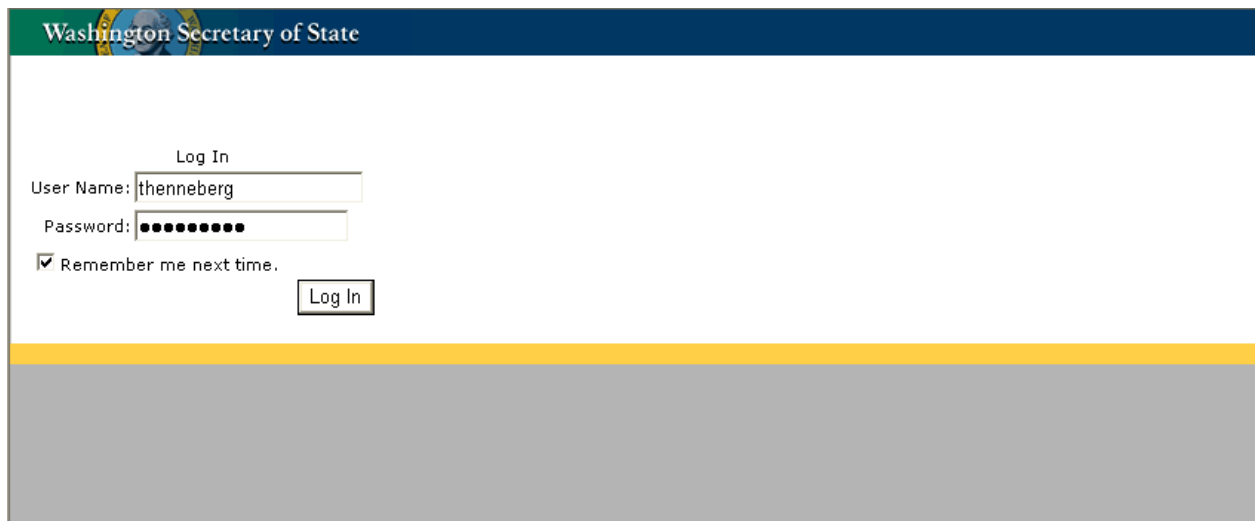
4.0 Contribute

4.1 Submit Publication

To submit a publication, move the cursor over *Contribute* and select *Submit Publication*. An E-Publication may be uploaded by filling out the required metadata on the form as shown below. Then click *Submit E-Pub*.

4.2 View History

To view history of E-Pubs that are **awaiting approval**, that have been **approved**, and that have been **extracted for ingestion** move the cursor over *Contribute* and select *View History*.

5.0 Approve

5.1 Approve Publications

To approve publications move the cursor over *Approve* and select *Approve Publications*. This will show the approver what has been uploaded and what will need to be **Approved**, **Deleted** or **Pended.**

5.2 Approve Users

To approve users move the cursor over *Approve* and select *Approve Users.* A list of new users they need to be activated will appear.

6.0 Serial

6.1 Add Serial

To add a new serial move the cursor over *Serial* and select *Add Serial,* then select a name from the drop down list to add.

6.2 Delete Serial

To delete a serial move the cursor over *Serial* and select *Delete Serial,* then select a name from the drop down list to delete.

7.0 Reports

7.1 View Non Approved Publications

To view a non approved publication/ recently uploaded publications move the cursor over *Reports* and select *View Non Approved Publications* then a list of publications will appear that have not yet been approved by the approval authority.

7.2 View Approved publications

To view approved publications move the cursor over *Reports* and select V*iew Approved Publications* then a list of publications will appear that have been approved by the approval authority.

7.3 View Deleted Publications

To view deleted publications move the cursor over *Reports* and select V*iew Deleted Publications* then a list of publications will appear that have been deleted by the approval authority.

7.4 View Extracted Publications

To view extracted publications move the cursor over *Reports* and select V*iew Extracted Publications* then a list of publications will appear that have been extracted for ingestion by the approval authority.
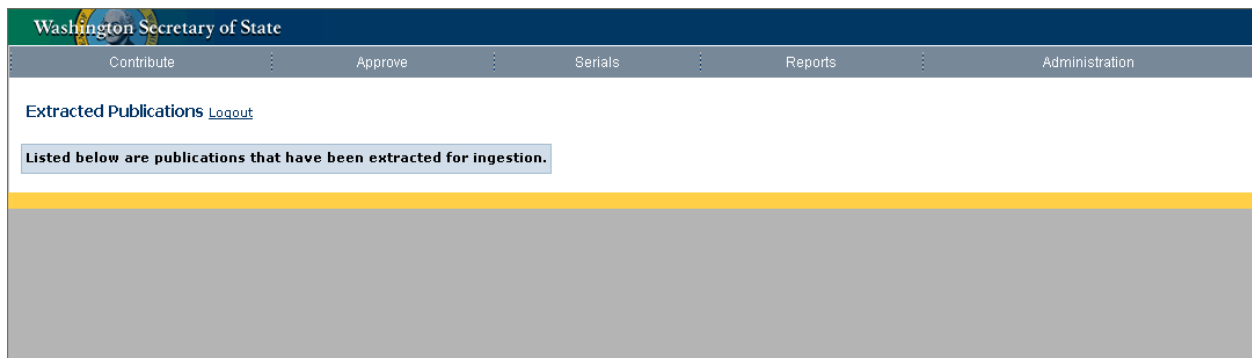
8.0 Administration

8.1 Change Password

A user may change their password by moving the cursor over *Administration* and selecting *Change Password* and completing the change password form as shown below.
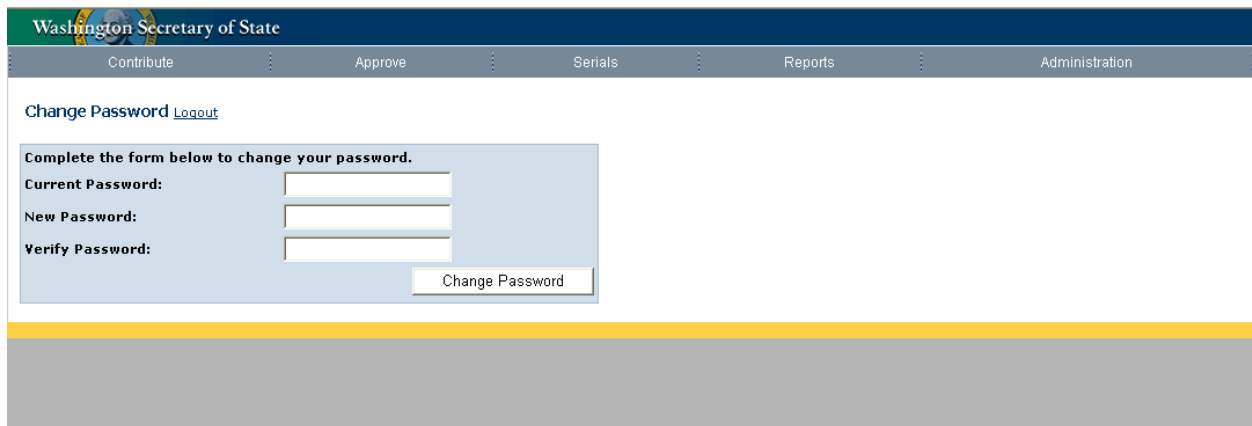
8.2 Manage Profile

A user may manage their profile by moving the cursor over *Administration* and selecting *Manage Profile.* The user may then update their personal settings by completing the manage profile form as shown below.

8.3 Manage Users

To manage a user, move the cursor over *Administration* and select *Manage User.* To select a user fill in a user name in the user name field as shown below then click *Find*

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